



Schedule

September 2015



## WG Pitts Company Federal Supply Schedule



**00CORP Professional Services Schedule**  
SIN 871-7 Construction Management  
and Engineering Consulting Services  
Related to Real Property

GS-10F-0294W

*A SDVOSB VetBiz certified  
Service Disabled Veteran Owned Small Business*





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## Company Information

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## SIN 871-7 Construction Management and Engineering Consulting Services Related to Real Property

### Point of Contact

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## CORPORATE PROFILE



WG Pitts, a SDVOSB VetBiz certified multiple award GSA Contract Holder is a broad-based national equipment, Services and facility solutions provider for the U.S. Government and private sector.

As an award-winning General Contracting, Architecture and Construction Management firm, WG Pitts established a well known reputation for providing unsurpassed customer service, bringing innovative ideas to the table and adding value to clients by way of expertise and experience.

WG Pitts provides furniture, wall systems and equipment, including physical therapy, medical, sports, recreation and other general procurement items. As a result of WG Pitts procurement expertise the company is rapidly becoming a mainline, broad-based supplier to U.S. Government agencies and military installations.

The WG Pitts estimating and procurement team has experience in procuring in excess of \$100 million of products. We have the training and experience to procure and provide most any product needed. WG Pitts can source and provide various products and services from:

- Furniture, Shelving, Racking & Furnishings
- Building & Industrial Supplies
- Aviation Parts and Supplies
- Special Events: Planning & Execution
- Industrial and Supply Chain Solutions
- Hospitality Cleaning & Chemicals
- IT Solutions & Electronics
- Medical Equipment & Supplies
- Office Solutions
- Recreation, Sports & Fitness Equipment
- Tools, Hardware & Machinery
- General Procurement items as needed

If there is something needed at your installation or facility the WG Pitts Company can have it moving your direction quickly. Since its founding in 1996, WG Pitts has expanded its offerings and matured as a company. WG Pitts was recognized in 2000 as the “Fastest Growing Privately-Held Company in Northeast Florida” and consecutively in the top 5 fastest growing companies in northeast Florida. Additionally WG Pitts was recognized by the University of Florida’s College of Business and by Governor Jeb Bush as one of the 10-fastest growing companies in the state of Florida.

WG Pitts has performed for the U.S. Veterans Administration, U.S. Department of Interior, U.S. Fish & Wildlife Services, NAVSUP Fleet Logistics Center, U.S. Navy, Mission Contracting Command - U.S. Army, General Services Administration, Federal Bureau of Prisons, U.S. Army Depot and other federal agencies.

These superb groups and the individuals representing their companies or agencies share many of the same the values and commitment as the WG Pitts. Our clients and employees helped established the foundation of our method of conducting business and will help shape the future of the company.

### OUR MISSION

To acquire and retain clients by serving their needs and exceeding their expectations while upholding the PROMISES<sup>SM</sup> we make.



## OUR STRATEGIC THEME

*The WG Pitts Company is a customer-driven, value-based company* that has established a reputation for delivering on time, within budget, with the net result of excellent quality and customer satisfaction. We have acquired this reputation through implementing a Team-Built<sup>sm</sup> approach to each project. Our attention is focused on the project goals, effective communication and our Mission of serving the needs of our clients with an unwavering commitment to quality.

## Our Core Values – *PROMISES*

- *Professionalism.* Demonstrate respect and courtesy.
- *Responsibility.* Take personal ownership of actions.
- *On Time Commitment.* Maintain a sense of urgency.
- *Motivation.* Have a determined, *can-do* attitude.
- *Integrity.* Be fair and honest in all dealings.
- *Service.* Add value and be solutions-oriented.
- *Excellence.* Produce superior quality workmanship.
- *Safety.* Plan and create an accident free environment.

*We will make decisions and act according to our PROMISES<sup>TM</sup> and no matter how tough the decision may be, we will not compromise. Our Mission, Core Values, and employees make WG Pitts the best in the business.*

## OUR CORE STRENGTHS - *CREST*

At WG Pitts these are the strengths we possess as a team - *CREST*:

### **C**ommunication

- Every project begins with meetings consisting of all team members. To ensure consistent project follow up and review, on site meetings are held weekly.
- All of our field superintendents are equipped with computers and wireless access to ensure accurate up to date communication with the project team.
- We conduct regular Owner meetings and generate Monthly Progress Reports that includes topics such as procurement, pending issues, progress photos and a project summary.

### **R**esolve

- We are committed and determined to secure the success of a project.
- We keep our PROMISES<sup>TM</sup> and maintain our integrity on every project.

### **E**xecution

- We understand, through experience, what it takes to get the mission accomplished.
- All WG Pitts team members are trained and practice the “Flawless Execution” Model (Plan, Brief, Execute and Debrief) on all phases of every project. (*The “Flawless Execution” is a seminar product of Afterburner, Inc.*)

### **S**ystems

- WG Pitts invests in cutting edge accounting and project management software for the accessibility of our entire project management team.
- We utilize detailed written standardized processes that correspond to electronic templates for schedules, reports, subcontract management, and quality control. The result is effective communication, a streamlined construction process, economy and efficiency.

### **T**raining

- WG Pitts’ conducts weekly training sessions with all office team members in executions, customer relations, leadership and teamwork.
- Our Mission, PROMISES, Core Strengths and employees make WG Pitts Company the best VALUE in the business.





### Experience Proven

WG Pitts has become a reliable source for government agencies for all of our facility solutions and as a government sales provider. WG Pitts is a Service Disabled Veteran Owned Small Business and GSA Multiple Award Contract Holder. WG Pitts has executed procurement and projects for the GSA, U.S. Veterans Administrations, U.S. Department of Interior, U.S. Fish & Wildlife Services, NAVSUP Fleet Logistics Center, U.S. Navy, Mission Contracting Command - U.S. Army, General Services Administration, Federal Bureau of Prisons, U.S. Army Depot and other federal agencies.

### WHY WG PITTS? THE BENEFITS

- **Quality** – We provide service that exceeds expectations, performance excellence, and adds value to relationships.
- **Unsurpassed Customer Service** – We strive to give more than is promised and deliver more than is expected.
- **Innovation** – We utilize the collaborative processes we provide creative solutions to difficult challenges.
- **Value** – We provide the best services and projects for dollars spent.
- **Experience** – We have a proven track record of successfully constructing complex, award winning multi-site
- **Reliability** – We do what we say we are going to do, when we say we are going to do it.

### Eight Essential Elements of Project Management Success:



1. **Proactive communication** – Our success comes from our firm belief in communication.
2. **Schedule** – We will maintain a realistic but aggressive schedule throughout the project and capitalize on opportunities to compress the overall time frame of the project period.
3. **Coordination** – We will properly ensure the work is properly coordinated as to maximize the efficiency of the project team and the promotion of a quality installation of the project components.
4. **Safety** – We put safety first and will place great emphasis on maintaining a safe environment for the contractor's workmen, material men, visitors and agency representatives.
5. **Quality** – We will ensure that the contractors provide a high level of quality (conformance to standards and specifications).
6. **Cost Containment** – We will provide cost analysis at the beginning of the project, then enhancing the design process through extensive "Value Engineering" to deliver a cost effective structure for the Agencies budget.
7. **Leadership** – We will foster the "Team-Built Approach™" at all times through strong leadership, organization and daily management of each member of the construction team.
8. **Customer Service** - WG Pitts is committed to providing outstanding customer service. Our Principal in Charge will meet with stakeholders on a frequent and recurring basis to assure that our client is completely satisfied with the quality of our team's service.

An experienced Project Managers we are committed to delivering all eight key elements.



# GSA SCHEDULE SERVICES

## 00CORP Professional Services Schedule



### *Tasks Covered under Professional Services*

Customer agencies can utilize GSA Construction Managers as principal agents to manage a wide variety of land and facility related services. These services include much more than managing a general contractor on the construction site. WG Pitts provides professional Services, Life Safety Studies, engineering reports including structural and environmental and site surveys.

The Construction Manager assumes the position of professional adviser or extension of staff to the customer agency. The Construction Manager frequently helps the government contracting agency with numerous task, assessments and management functions relating to a project or facility needs.

### **Our Construction Management and Engineering Consulting Services Approach**

The WG Pitts Construction Management approach is straightforward, efficient and cost effective. Our approach has been successfully tested, refined and proven through extensive experience. Our management approach provides expert and efficient technical and administrative management of the project. Our organization and management approach facilitates communication with contracting, management, and technical personnel at every appropriate level. Our team believes in close coordination with the contracting agency, partnering with the client as a team, placing highly capable and experienced professionals on the job, and ensuring the proper tools and resources are given to each professional to execute assigned projects or tasks.

WG Pitts has years of management experience and is very knowledgeable in the project planning, design management, contractor management and building commissioning phases. These capabilities enable us to assist Federal Government agencies get their projects completed with the goals of being accident free, on time, on budget with high quality.

WG Pitts is prepared to immediately handle task orders in the United States with full capabilities and seasoned teams in place. Each teaming partner will provide an experienced manager who will have the responsibility and authority to ensure that each task order receives the full, individual attention of all assigned key staff personnel on the management team.



## Services Offered Under the 871 Schedule

### Construction Management and Engineering Consulting Services Related to Real Property

#### Professional Services

Preparation of technical reviews, engineering reports, energy studies, site surveys and life safety studies.

#### Hospital Facility Life Safety Assessment (LSA)

WG Pitts Company assist VA facilities with complete onsite inspections for compliance with the 2000 Life Safety Code, the edition currently referenced by the Joint Commission. As part of this task, we update building occupancy classifications, all zoning, building separations and Basic Building Information (eBBI) forms. We review drawings for the floors surveyed for any changes that may affect the SOC. This information will be used to develop a Life Safety Assessment (LSA) Report that will fulfill the Joint Commission requirements. We then work with facility staff to develop an electronic Plan for Improvement (ePFI) utilizing the new Joint Commission Excel spreadsheet format. Facility staff must set the time frames for correction of the deficiencies.

Construction schedules, resources and operational needs will all have to be considered before committing to resolution dates. Once the correction dates are set, we will finalize the spreadsheet for easy uploading to the Joint Commission website. We will also forward two hard copies and one electronic copy of the final report for convenient day-to-day reference.

#### Design Phase Services

Services may include: design technical reviews; code compliance reviews; constructability reviews; analysis of Value Engineering proposals; preparation of cost estimates (including independent check estimates); cost analysis; cost control/monitoring; energy studies; utility studies; site investigations; site surveys; scheduling (including preparation of schedules and schedule reviews); review of design scope changes (including analysis of schedule impact); scheduling/conducting/documenting design related meetings; and performing market studies (material availability, contractor interest, etc.).

#### Project Procurement Phase Services

These services may include: providing assistance to the Contracting Officer in contract procurement; answering bid/RFP questions; attending/participating in site visits; attending/participating in pre-bid conferences; preparing and issuing solicitation amendments for review and approval by the Government Contracting Officer; and performing cost/bid/proposal analysis.

#### Project Construction Phase Services

- Services may include: establishing temporary field offices;
- Setting up job files, working folders, and record keeping systems; maintaining organized construction files; scheduling and conducting preconstruction meetings; documenting actions taken and decisions made, etc.;
- Monitoring the submittal review process; review and monitoring of project schedules for construction progress with emphasis on milestone completion dates, phasing requirements, work flow, material deliveries, test dates, etc.;
- Assisting in problem resolution and handling of disputed issues (including development of Government position);
- Maintaining marked up sets of project plans and specifications for future as-built drawings; performing routine inspections of construction as work proceeds, taking action to identify work that does not conform to the contract requirements, and notifying the contractors when work requires correction;
- Compiling, through site inspections, lists of defects and omissions related to the work performed and providing these lists to the contractor for correction; review of construction contractor payment requests (including preparation of necessary forms for payment processing);
- Monitoring project financial data and budgetary cost accounting; administration of construction contract change orders (issuing proposal requests, preparing cost estimates, reviewing cost proposals, assisting agency in negotiations, preparing change order packages for processing);
- Scheduling, conducting, and documenting regular progress meetings with all interested parties to review project status, discuss problems, and resolve issues; scheduling, conducting, and documenting (prepare minutes, etc. for distribution) construction related project meetings;



- Monitoring construction contractor compliance with established safety standards (note and report unsafe working conditions, failures to adhere to safety plan required by construction contract);
- Monitoring construction contractor's compliance with contract labor standards; coordination of construction activities with customer Managers and occupying agency personnel;
- Monitoring the design and construction clarification process and, when appropriate, reminding the A/E and other parties involved of the need for timely actions; participating in all "Partnering" activities during construction (workshops, meetings, etc.); preparing special reports and regular project status reports; providing for progress and/or final photographs of project work;
- Perform site surveys;
- Provide assistance in obtaining permits; perform hazardous material assessments and monitoring of hazardous material abatement work; and provide cost estimating assistance.

### **Commissioning Services**

WG Pitts will provide any level of commissioning need from total support to specialty services. Commissioning services may require start-up planning, forecasting start-up duration, estimating start-up costs, determining start-up objectives, organizing start-up teams and team assignments, testing building system components, conducting performance tests. Services include, but are not limited to, providing professional and technical expertise for start-up, calibration, and/or certification of a facility or operating systems within a facility.

### **Testing Services**

WG Pitts stands ready to be tasked to provide the services of an independent testing agency/laboratory to perform project specific quality control testing and inspection services. The services may include, but are not limited to: testing/inspection of soils, concrete, precast concrete connections, steel, steel decking, applied fireproofing, roofing, curtain walls/glazing, and elevator installations.



### **Claims Services**

WG Pitts offers to provide Claims Services when and as required by the Government for specific projects. In this capacity, WG Pitts will review disputes and claims from the A&E and/or construction contractor(s) and render all assistance that the Government may require, including, but not limited to, the following: Furnishing reports with supporting information necessary to resolve disputes or defend against the claims; preparation and assembly of appeal files; participation in meetings or negotiations with claimants; appearance in legal proceedings; preparation of cost estimates for use in claims negotiations; preparation of risk assessments/analyses relative to claim exposures; preparation of findings of fact and any other documentation required by the Government.

### **Post-Construction Services**

At or near substantial completion of project construction, WG Pitts will provide services such as: Performing Post Occupancy Evaluations (POEs); assisting Agency in the formulation of lessons learned; providing occupancy planning including development of move schedules, cost estimates, inventory lists, etc.; providing move coordination, relocation assistance, and/or furniture coordination; providing telecommunication and computer coordination.





## 00CORP Professional Services Schedule Labor Categories



*Detailed job descriptions, including mandatory KSA's, Competencies and specific job duties can be provided on request*

The WG Pitts Company is grounded on solid principles. One of these principles is the understanding that the results of our company, on any given project, are a direct reflection of the individuals responsible for that outcome. At the WG Pitts Company, we make a major investment in our people. A "company" does not manage or build projects -- people do. Based on this belief, we have assembled a team of highly skilled individuals who possess

Exceptional construction management capabilities along with integrity and a sense of urgency. Our project management teams have the experience, combined knowledge, expertise and proven track record for management of almost any size project, vertical or horizontal.

### PROJECT MANAGER

A Project Manager has overall responsibility for a project being managed to ensure that the project is designed or constructed on time, within budget, and the finished project is of high quality. The Project Manager is accountable for planning, directing and coordinating projects with a constant awareness for cost, quality and timely completion. Generally, the Project Manager is responsible for two or more active projects simultaneously.

**Education:** Bachelor's degree in Building Construction, Architecture, Interior Design or Engineering and four years of construction experience.

### ESTIMATOR

The Estimator is a valuable part of the company's estimating team and is responsible for the proper planning and preparation of project estimates and for accuracy on all estimates prepared. Responsible for ensuring economy, efficiency, accuracy, high productivity, adequate bid coverage, mitigation of risk, proper planning, organization, completeness, and neatness of all estimating work.

**Education:** Bachelor's degree in Building Construction and two years of relative experience.

### ADMINISTRATIVE ASSISTANT

Performs any or all of a variety of services in administrative support of primary function within assigned organization unit. Work assignments may vary according to the skills and experience of the individual and the needs of the assigned department. The AA is responsible for assisting in all aspects of their assigned project(s). The AA will work closely with the project manager(s) and assistant project manager(s) to assist with the flow of duties and responsibilities required while a project is in progress.

**Education:** High School Diploma / GED and two years of relative experience in construction Administration or Associates Degree

### PROJECT ACCOUNTANT

The Project Accountant handles WGPC project start-up accounting and monthly accounting duties. Updates budget and job detail ledger by processing Cost Accounting Vouchers and Transfer Memos. Prepares Monthly Cost worksheet to forward to construction Project Managers. Prepares billings for projects and coordinates with appropriate manager for collection of billings.

**Education:** Associates degree and 2 years of relative experience



### **OFFICE MANAGER / EXECUTIVE ASSISTANT**

Supports all professional services for Construction Management staff specifically assigned to a project. This position bills hours for work directly related to a specified CM project.

**Education:** Associates degree with six years relative experience or Bachelor's degree in Business Administration.

### **GENERAL SUPERINTENDENT / QC MANAGER / SAFETY OFFICER**

The General Superintendent is responsible for directing and managing construction field operations. Oversees and ensures projects are properly scheduled, implements the quality control programs, warranty programs, safety compliance and company tool and equipment maintenance and control.

**Education:** High School Diploma / GED with ten years of experience as a project superintendent or Bachelor's degree in Building Construction. 30 Hour OSHA certified.

### **DIRECTOR OF CONSTRUCTION / CONSTRUCTION MANAGER**

Responsible for internal direction, leadership and management of project managers and for obtaining successful profit and client satisfaction at the project level.

**Education:** Bachelor's degree in Building Construction and eight years of construction experience.

### **PROJECT DIRECTOR/ SENIOR PROJECT MANAGER**

Manages from early development stages to completion (which may encompass initial estimates and proposals), coordinates and reviews pre-construction activity, and directly manages project construction. Additionally, manages and oversees the estimating department to ensure proper bid coverage, mitigation of risk associated with the preparation of estimates and the timely and accurate preparation of bids or estimates.

**Education:** Bachelor's degree in Building Construction or Engineering and six years of construction experience.

### **PRINCIPAL**

Includes C-level company officers that are specifically performing billable hours towards a CM project. Responsible for internal direction, leadership and management of Construction department and for obtaining successful profit and client satisfaction at the project level.

**Education:** Bachelor's degree in Building Construction and eight years of construction experience

### **ASSITANT PROJECT MANAGER / ASSISTANT SUPERINTENDENT**

**Assistant Project Manager/Assistant Superintendent** has overall responsibility for assisting the PM and Superintendent in all aspects of construction activity.

**Education:** High School Diploma / GED and four years of construction experience.





## GSA SCHEDULE TERMS

**Contract Number:** [GS-10F-0294W](#)

**Schedule:** 00CORP PROFESSIONAL SERVICES SCHEDULE

**Special Item Number:** SIN 871-7 & SIN 8711-7RC

**CONSTRUCTION MANAGEMENT AND ENGINEERING CONSULTING SERVICES RELATED TO REAL PROPERTY**

**Contract Period:** September 9, 2015 through September 8, 2020

### Pricing

Labor Category	RATE
Project Manager	82.37
Estimator	82.37
Administrative Assistant	48.45
Project Accountant	72.66
Office Manager/Executive Assistant	62.99
General Superintendent/QC Manager/Safety Manager	92.06
Director of Construction/Construction Manager	121.11
Project Director (Sr. Project Mgr.)	101.75
Principal	179.25
Assistant Project Manager/Assistant Superintendent	62.98

*The rates shown above include the Industrial Funding Fee (IFF) of 0.75%.*

**The following Service Contract Act (SCA) matrix is incorporated into the resultant PES contract:**

SCA Matrix		
SCA Eligible Contract Labor Category	SCA Equivalent. Code Title	WD Number
Administrative Assistant	01020 - Administrative Assistant	2005-2115

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

## INFORMATION FOR ORDERING AGENCIES

**Maximum Order:** \$1,000,000.00

**Minimum Order:** \$100.00

**Geographic Coverage (delivery Area):** Domestic CONUS at PES Awarded Rates /Worldwide with Department of State Uplift as applicable

**Point(s) of production (city, county, and state or foreign country):** Same as company address

**Discount from list prices or statement of net price:** Government net prices (discounts already deducted).

**Quantity discounts:** Negotiated at time of RFQ

**Prompt payment terms: 1% - 7 Days; Net 30)**

**Payment**

- a. **Government purchase cards accepted up to the micro-purchase threshold:** Yes
- b. **Registered on Internet Payment Platform (IPP):** Yes
- c. **Registered on Wide Area Workflow (WAWF):** Yes
- d. **Registered in Vendor Inquiry System (VIS):** Yes

**Foreign items:** None

**Time of Delivery (Contractor insert number of days):** Specified on the Task Order

**Expedited Delivery.** The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list" under this heading.

**Overnight and 2-day delivery:** The Contractor will indicate whether overnight and 2-day delivery is available.

**Urgent Requirements:** The Contractor will note in its price list the "Urgent Requirements" clause of its contract and advise agencies that they can also contact the Contractor's representative to affect a faster delivery: Contact Contractor

**F.O.B Points(s):** Destination

**F.O.C**

**Ordering Address:** Same as Contractor

**Payment address:** Same as company address

**Warranty provision:** Manufacturer's warranty and Contractor's standard commercial warranty.

**Data Universal Numbering System (DUNS) number:** 93-2233992

**Registered in CCR/SAMS database:** YES

**Tax ID Number:** 59-335-3308





**Business Classification / Size:** Vetbiz Certified SDVOSB Service Disabled Veteran Owned Small Business

**DUNS:** 932-233-992

**CAGE:** 956HB6

**CERTIFICATIONS:** VETBIZ CERTIFIED - SERVICE DISABLED VETERAN OWNED SMALL BUSINESS

**LICENSE NUMBERS:** FL GENERAL CONTRACTOR LICENSE: CGC060240 | FL ARCHITECTURE LICENSE: AA26002233

## Ordering Procedures

### Authorized Users

The agencies and activities named below may use contracts established under GSA Schedules:

- All federal agencies and activities in the executive, legislative and judicial branches;
- Government contractors authorized in writing by a federal agency pursuant to 48 CFR 51.1;
- Mixed ownership government corporations (as defined in the Government Corporation Control Act);
- The government of the District of Columbia; and other activities and organizations authorized by statute or regulation to use GSA as a source of supply.

### How to Use This Schedule

An order shall include the following: statement of work; period of performance; organization name and address; and point of contact name, address, and phone number.

Orders placed pursuant to a Multiple Award Schedule (MAS), using the procedures in FAR 8.404, are considered to be issued pursuant to full and open competition. Therefore, when placing orders under Federal Supply Schedules, ordering offices need not seek further competition, synopsise the requirement, make a separate determination of fair and reasonable pricing, or consider small business set-asides in accordance with subpart 19.5. GSA has already determined the prices of items under schedule contracts to be fair and reasonable. By placing an order against a schedule using the procedures outlined below, the ordering office has concluded that the order represents the best value and results in the lowest overall cost alternative (considering price, special features, administrative costs, etc.) to meet the Government's needs.

In accordance with the Federal Acquisition Streamlining Act of 1994 and the Federal Acquisition Reform Act of 1996, GSA's streamlined ordering procedures have reduced the government procurement process to a few simple steps. GSA developed special instructions for ordering services that are priced at hourly rates from Federal Supply Schedules (FSS) that take precedence over the procedures in FAR 8.404. While GSA has already determined these rates to be fair and reasonable, ordering offices must determine that the total price is reasonable for the specific tasks required by the agency. Based on quotes requested from contractors that appear to offer the best value, customers are instructed to select the one that best meets their needs.

### To Order Services

After identifying a need for services and determining that the required services are within the scope of this schedule, the government agency shall do the following:

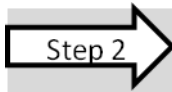


#### Step 1: Prepare a Request (Request for Quote or other communication tool)

- a. A statement of work (a performance-based statement of work is preferred) that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (security clearances, travel, special knowledge, etc.).



- b. The request should instruct contractors to submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order should be requested, unless the ordering office makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and materials quote may be requested. The firm-fixed price shall be based on the prices in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order shall also include any travel costs or other direct charges related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor-hour and time-and-materials orders.
- c. The request may ask the contractors, if necessary or appropriate, to submit a project plan for performing the task, and information on the contractor's experience and/or past performance performing similar tasks.
- d. The request shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall also include the basis for determining whether the contractors are technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical qualification of responses.



### **Step 2: Transmit the Request to Contractors**

- a. Based on an initial evaluation of catalogs and price lists, the ordering office shall identify the contractors that appear to offer the best value (considering the scope of services offered, pricing, and other factors such as contractors' locations, as appropriate).
- b. The request shall be provided to three contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold. For proposed orders exceeding the maximum order threshold,
- c. The request shall be provided to additional contractors that offer services that will meet the agency's needs. Ordering offices shall strive to minimize the contractors' costs associated with responding to requests for quotes for specific orders.
- d. Requests shall be tailored to the minimum level necessary for adequate evaluation and selection for order placement.
- e. Oral presentations shall be considered, when possible.



### **Step 3: Evaluate Responses and Select the Contractor to Receive the Order**

After responses have been evaluated against the factors identified in the request, the order shall be placed directly with the schedule contractor selected as a result of the evaluation.

### **On Line Information**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through **GSA Advantage!**<sup>TM</sup>, a menu-driven database system. INTERNET address for **GSA Advantage!**<sup>TM</sup> is: <http://www.GSAAdvantage.gov>.



## About WG Pitts

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As an award-winning General Contracting, Architecture and Construction Management firm, WG Pitts established a well-known reputation for providing unsurpassed customer service, bringing innovative ideas to the table and adding value to clients by way of expertise and experience. WG Pitts provides furniture, wall systems and equipment including physical therapy, medical, sports, recreation and other general procurement items. As a result of WG Pitts procurement expertise the company is rapidly becoming a mainline broad based supplier to U. S. Government agencies and military installations.

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- Furniture, Shelving, Racking & Furnishings
- Building & Industrial Supplies
- Aviation Parts & Supplies
- Special Events: Planning & Execution
- Industrial and Supply Chain Solutions
- Hospitality Cleaning & Chemicals
- IT Solutions & Electronics
- Medical Equipment & Supplies
- Office Solutions
- Recreation, Sports & Fitness Equipment
- Tools, Hardware & Machinery
- General Procurement items as needed

More information on WG Pitts and its services can be found at [www.wgpitts.com](http://www.wgpitts.com)